

Making the Reservation

We make room rentals available on a first-come, first-served basis. We will confirm your rental as soon as we have received payment and you have signed the Rental Contract and Agreement Forms. At that time we will give you copies of all these documents, and no other letters or materials will follow.

Please keep in mind that your rented time needs to include your set up and clean up time.



Every room is provided with tables and chairs.

If you have any questions, please contact the staff at Northgate Community Center.

Payment

Full payment is due at the time of booking. You may pay for facility rental by cash, credit card, or check made payable to the City of Seattle. If payment is made by a personal check with insufficient funds in the account, the terms of the permit are canceled until the permittee pays the amount due. A \$20 NSF fee will be added to the total.

Rental Charges

Multipurpose Rooms (A&B) \$45/hour
MP-A (max cap: 59) \$35/hour
MP-B (max cap: 118) \$35/hour

This large room is a great spot for banquets, weddings, receptions, birthdays, or any occasion. The room is bright and spacious with large picture windows looking into the trees. Multi-Purpose Room B adjoins the kitchen. Maximum capacity is 179.

Large Kitchen Additional \$35/hour

This beautiful stainless steel kitchen is a chef's dream. With plenty of surfaces and commercial grade appliances, you will want to cook up a storm!

Patio Additional \$25/hour

Extend your party from the Multipurpose Room and enjoy the outdoors. Maximum capacity 30.

Meeting Rooms \$25/hour

Large scenic windows make these rooms perfect for small meetings, club meetings and birthday parties. Maximum capacities are 25.

Gymnasium (For Athletic Use) \$25/hour
For Non-Athletic Use \$100/hour

Our full size gym is available for your sporting and non-sporting needs. Bring your basketball buddies, volleyball group or large party to enjoy this pristine open space.

Damage Deposit \$250

A damage deposit is taken and is fully refundable as long as no damage has occurred, if the space is clean and your group is out on time. Refunds are received 3-4 weeks after the event.

Booking Fee \$15

There is a one time booking fee charge for all rentals and is non-refundable.

Staffing Fees Additional \$17/hour

If your rental occurs outside normal operating hours or on the weekend you will be charged a staffing fee. Rental staff are also paid for a 1/2 hour before and after the event; this extra hour is included in the staffing charges.

What Will Your Rental Cost?

This handy worksheet will help you figure out the approximate cost of your rental. Please remember that damage deposits may be refundable as long as there is no damage. Please call the center for a complete estimate.

The Following is an example of the costs associated with a 4 hour rental of the Multipurpose Room, during non-operating hours. *Please remember that your rented time needs to include your set up and clean up.*

Room	Rate	x Hours	= Cost
Example: Multi-purpose Large	\$45	4 hrs	\$180
Staff Fees	\$17	4 hrs +1 hr	\$85

Total Room & Staff fees \$265

+ Booking fee \$15

+ Deposit \$250

Total Rental Fees \$530



Facility Information

Northgate Community Center is located in the heart of Northgate, just east of Northgate Mall, I-5, and the Northgate Transit Center. It is a beautiful new sustainable and energy efficient building, and is a great choice for your business or personal events.

Northgate Community Center is a brand new facility built in 2006, it is Seattle Parks and Recreation's premier facility. It features a gorgeous, bright, and spacious Multipurpose Room with a commercial grade kitchen that adjoins it. Small meeting rooms can also be rented for meetings or small parties; combine our teen room and the game room for the ultimate birthday party. Hold your next practice at our brand new full court Gymnasium.



For additional questions contact us at (206) 386-4283.

Refunds

Any person who reserves a room and requests a refund 14 days or more before the start will receive a refund minus the booking fee and a 10% service charge.

Any person who reserves a room and Cancels fewer than 14 days before the date of rental will receive no refund.



Alcohol

Rentals with alcohol must be scheduled outside of operating hours, involve \$310 in additional fees, require renter to have \$1 million in liability coverage and a banquet license, and must be approved by the Director of Operations. Please inquire further about our alcohol policy by calling (206) 386-4283.

Northgate Community Center

Rental Information



Northgate Community Center

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Seattle, WA 98125

(206) 386-4283

Fax: (206) 684-0990